

# Justice Bulletin

Montana Board of Crime Control

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*A Publication of the Montana Board of Crime Control 3075 N. Montana, PO 201408 Helena, MT 59620-1408  
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## Request for Proposals (RFP)

### **#08-10(A) Juvenile Accountability Block Grant**

New subgrantees must register online at [mbcc.mt.gov](http://mbcc.mt.gov)  
at least five (5) days prior to submitting the online application.

**Proposal Deadline: June 18, 2008**

**Project Dates: October 1, 2008, to September 30, 2009**

## **I. Introduction**

The Montana Board of Crime Control (MBCC) is soliciting proposals for projects that will address priorities established by Congress under the auspices of the Juvenile Justice Accountability Block Grant Program (JABG). The MBCC encourages applications from state, county, local, and tribal governments throughout the state of Montana. Approximately \$267,805 in federal funds is currently available for juvenile justice accountability programs projected to start October 1, 2008. Each applicant has the option of targeting one of the four purpose areas and the corresponding performance measures for reporting purposes listed in Section II. There is currently a four-year term limit on JABG projects; the term limit date began October 1, 2006, for all continuation grants.

## **II. Purpose of Grant**

The overall JABG goal – reducing juvenile offending through accountability-based initiatives focuses on both the offender and the juvenile justice system to promote greater accountability in the juvenile justice system. Long-term goals are established by the Office of Juvenile Justice Delinquency Prevention (OJJDP) to increase the percentage of youth processed using graduated sanctions and to reduce the number of program youth who re-offend.

Montana has chosen the following four purpose areas for funding. Each purpose area has corresponding performance measures for reporting purposes. **Applicants must choose only one purpose area and the corresponding performance measures.** For a complete list of JABG Performance Measures, go to <http://www.jrsainfo.org/jabg/index.html> or request the list from the MBCC JABG Program Manager.

1. Purpose Area 10

Establishing and maintaining interagency information-sharing programs that enable the juvenile and criminal justice systems, schools, and social service agencies to make more informed decisions regarding early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts.

Performance Measures

Output Measure:	Number and percent of staff trained in information sharing
Short-term Measure:	Staff time required to access client data from outside agencies
Intermediate Measure:	Number and percent of youth about whom information is shared across agencies

2. Purpose Area 12

Establishing and maintaining programs to conduct risk and needs assessments of juvenile offenders that facilitate effective early intervention and the provision of comprehensive services, including mental health screening and treatment and substance abuse testing and treatment, to such offenders.

Performance Measures

Output Measure:	Number and percent of intake units using valid and reliable risk assessments
Short-term Measure:	Number and percent of youth fully assessed using risk and needs assessments
Intermediate Measure:	Number and percent of cases assigned to alternatives to detention

3. Purpose Area 14

Establishing and maintaining restorative justice programs

Output Measure:	Number and percent of youth participating in victim/offender mediation and dialogue; family group conferencing; peacemaking circles; restitution; and community service
Short-term Measure:	Number and percent of offenses for which restorative justice is an option
Intermediate Measure:	Number and percent of youth to successfully complete their restorative justice requirements

#### 4. Purpose Area 15

Establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism.

Output Measure: Number of accountability programs in operation

Short-term Measure: Number and percent of youth to have a behavioral contract developed at intake

Intermediate Measure: Number and percent of youth to successfully complete their justice requirements

### **III. Eligibility**

Eligible applicants include units of state, county, local, and tribal governments throughout the state of Montana.

### **IV. Late Applications**

1. New project applications that are received past the due date will not be considered during the current cycle.
2. For continuation projects, the first late application submittal will require appearance before the Board of Crime Control to request consideration. According to MBCC policy, the second late submittal requires the application be returned and not considered during the current cycle.

### **V. Match**

A 10% hard cash match is required.

### **VI. Funding Period**

Funding period is October 1, 2008, through September 30, 2009. There is currently a four-year term limit on JABG projects; the term limit date began October 1, 2006, for all continuation grants.

### **VII. Limitations and Fund Use**

Review this list carefully. If you have any questions, call MBCC prior to submitting your proposal.

1. Purchase of equipment must be integral and necessary for the project.

2. Construction, in general, is prohibited.
3. Land acquisition is prohibited.
4. Supplanting is prohibited.
5. Consultant costs must follow the applicable federal grant guidelines, Office of Management and Budget Cost Principles A-122, A-87, A-21, and state policy.
6. State rates are to be used for calculating mileage, per diem, and lodging. For more information go to [mt.gov/doa](http://mt.gov/doa) and click on State Travel Information for travel policy/hotel listings. You may call Glenda Grover, Accountant, at 406-444-2085 for instructions regarding in-state or out-of-state travel.
7. Indirect costs are not allowable.
8. Pre-agreement costs are not allowable.
9. Rental costs are limited to the fair market value for similar facilities in your locality.
10. General salaries and personnel costs are allowable; overtime cannot exceed 10 percent of the personnel budget.
11. Funds may not be expended or obligated prior to October 1, 2008.
12. Purchase or lease of vehicles is not permitted.
13. Mileage will be allowed at the current approved state rate.
14. If your agency received less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant.

*Note: Agencies receiving \$500,000/year or more in total federal assistance will be required to have an audit performed in accordance with Federal Circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.*

*Note: Food and beverage items may be allowable if costs meet the following guidelines: 1) the food and beverage are incidental to a work-related event; 2) the costs are documented and reasonable; and 3) food and beverages are not directly related to amusement and/or social events. MBCC will approve such items only if the applicant justifies the expense as a clear benefit to the grant project.*

## **VIII. Special Requirements**

Projects must begin October 1, 2008, and conclude on September 30, 2009.

All successful applicants for grant award funds from MBCC must agree to the following:

1. Submit quarterly narrative, financial, statistical, and performance measure reports in the prescribed format according to the MBCC and Youth Justice Council (YJC) time frames;
2. Submit an annual report, which is the final quarter report. The report will

- summarize the year's activities, challenges, accomplishments, and an evaluation of the project;
3. Applications must address the performance measures specific to the selected purpose area; and
  4. The subgrantee will be provided a copy of the JABG Performance Measurement for the selected purpose area (see Section II) upon request.

## IX. Uniform Crime Data Reporting

If the grant is for a law enforcement agency, the law enforcement agency must be reporting Uniform Crime Data to MBCC. The crime data must be compliant with the Montana Incident-Based Reporting (MTIBR) standards and policy. If an agency is not yet compliant, the agency may submit a Memorandum of Understanding (MOU) and MBCC will determine if the MOU justifies a waiver until the agency complies with the crime data reporting requirement. For more information contact Jimmy Steyee at 406-444-4298 or [jsteyee@mt.gov](mailto:jsteyee@mt.gov).

## X. Application Procedures

**Applications will only be accepted through MBCC's Online Subgrant Application System (OSAS).** All subgrantees must register online at [mbcc.mt.gov](http://mbcc.mt.gov) at least five (5) days prior to the May 4, 2008, application deadline. To register, select Grants, then Online Application. Registration instructions are available at the same site under Online Application Instructions. The MBCC email address is [mbcc@mt.gov](mailto:mbcc@mt.gov).

**Assistance:** If you need assistance in the preparation of the application, or if you have financial questions, please contact the following staff:

<u>Fiscal Staff</u>	<u>Phone</u>	<u>Administration Staff</u>	<u>Phone</u>	<u>Program Staff</u>	<u>Phone</u>
Stacy Purdom	444-6678	Kristel Matchett	444-2002	Sheryl Burright	444-3651
Don Merritt	444-2076				

**Application Check List:** Please refer to this checklist before submitting your application.

<input type="checkbox"/> Face Sheet	Online
<input type="checkbox"/> Executive Summary	Online
<input type="checkbox"/> Project Budget	Online
<input type="checkbox"/> Budget Narrative	Online
<input type="checkbox"/> Project Narrative	Online
<input type="checkbox"/> Special Assurances and Conditions	Online
<input type="checkbox"/> Signature Page	Online AND mail original
<input type="checkbox"/> Nonprofit Status	Mail original
<input type="checkbox"/> Letters of Support	Mail original

**Deadline(s).** Applications for **RFP #08-10(A) JABG** must be submitted online on or before **June 18, 2008, at 5 pm.** Applicants are strongly advised to adhere closely to all deadlines and requirements. The inability to abide by deadlines is considered to be a significant reason to recommend denial of the application. Use certified mail for the signature page to guarantee receipt.

**Receipt Verification.** All applicants will be informed in writing that their application has been received and will be assigned a grant number and an MBCC contact person.

## **XI. Selection Process**

MBCC staff will conduct an initial screening of the proposal to check for completeness of the application. The fiscal staff and program manager will review the applications and summarize the grant and technical information for the YJC Application Review Committee for their recommendations.

The YJC Application Review Committee will review proposals during their September 2008 meeting. Immediately following the review of the applications by the YJC Application Review Committee, a notice will be sent to the applicant agencies with the recommendation that will be presented to the Board.

The MBCC Board will review all of the YJC Application Review Committee's recommendations and make the awards.

## **XII. Awards and Appeal**

If an application is recommended for denial, the applicant may appeal the recommendation to the full Board if there are substantive reasons. Notice of appeal must be made in writing to the Executive Director of the Board of Crime Control at least 10 days prior to the Board meeting.

*Board actions are passed on to the successful applicants immediately following the Board meeting.*

**Alternative accessible formats of this document will be provided upon request. Persons with disabilities who require this material in another format in order to participate in the Request for Proposal process should contact MBCC, 3075 N. Montana, PO Box 201408, Helena, MT 59620-1408. Phone (406) 444-3604; FAX (406) 444-4722; TTY (406) 444-7099.**